



COLUMBUS STATE COMMUNITY COLLEGE
Board of Trustees Committee of the Whole
Franklin Hall Board Room
September 18, 2008

550 East Spring Street
P.O. Box 1609
Columbus, Ohio 43216-1609
614/287-2400

MINUTES

Present:

Suzanne Stilson Edgar, Chair	William J. Dolan, Vice Chair
Michael C. Keller, Board	William A. Antonoplos, Board
Deborah Plousha Moore, Board	Poe Timmons, Board
Priscilla D. Mead	Dr. Val Moeller, President
Hamid Danesh, V.P.	Will Kopp, V.P.
Dr. Kay Adkins, Provost	Dr. Deborah Coleman, V.P.
Terri Gehr, Sr. V.P.	Tim Wagner, V.P.
Connie Myers	Darrell Minor
Paulette Fortea, Assistant to the President	

Ms. Suzanne Stilson Edgar, the Board Chair, called the meeting to order at 12:20 p.m.

(1) **Data Warehouse Project**

The President began by giving the Committee some background information on the Data Warehouse project, stating that, as the college grows, and with the initiatives that we have, we will need to strengthen our infrastructure. Part of accomplishing this is the method in which our data is stored and retrieved. Dr. Moeller then turned the meeting over to Hamid Danesh, Vice President for IT, as he has been the lead in the discussions regarding the Data Warehouse project.

Hamid began by giving the definition of a data warehouse as being an environment that contains the collection of information coming from a diverse set of data sources, which allows for consistency in how data is archived and disseminated to the college. One of the drivers that prompted the need to take a more serious look at this environment of maintaining a more formal structure for managing information is the creation of the Ohio University System. Other drivers have been the college's goals approved by the Board, the AQIP process, the growth of the college, as well as the assessment done for the Colleague system.

Some of the benefits of a Data Warehouse are:

- Improvement of information quality and decision-making precision
- Improved performance for complex analytical queries;
- Provides for an information self-service environment

The next steps for the project are:

- Creating a plan;
- Defining the scope and making it manageable;
- Acquiring expert resources;
- Determining and securing the needed funds;

The President advised the Committee that this presentation of the Data Warehouse is for informational purposes at this point so that the Board will have the background information on the project when the college is looking for approval for its funding.

After much discussion, the Committee suggested there be a more precise plan illustrating the problems that the college is trying to solve with the Data Warehouse, as well as the value that will be created with the first phase of the project. It was suggested that more research be done on finding expert resources that may have already experienced or are experiencing implementing this type of system.

(2) Revised Policy 9-05, Bookstore

The current Policy 9-05 has not been updated since 1985, and no longer reflects the current needs of the college, making the policy outdated and in some areas, redundant of other policies. The section of the policy on textbook adoptions has been moved to the revised procedures. The policy title would also be changed from “Bookstore” to “Bookstore and Textbook Adoptions.” The president will develop procedures for this revised policy along with the instructional support council and the governance system.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(3) **Adoption of New Policy 3-15, Furlough**

The president stated that, from time to time, the college faces circumstances that challenge the college's operational and budgetary constraints warranting a reduction of human resources. The college currently has a reduction in workforce policy but not a furlough policy. This new policy will allow the college to deal with the issues of not having the funds or not having enough continuous work. This new policy would complement the current reduction in workforce policy.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(4) **Revision of Policy 11-04, Records Retention and Disposal**

The current Policy 11-04 presently contains all of the procedural matters which will now be eliminated in order to comply with Section 149.33 of the Ohio Revised Code. The president noted that there are documents which the college is required to retain permanently, and there are those documents that are necessary to keep for only a scheduled period of time. However, it is necessary for the college to be consistent throughout its departments as to what is maintained and what can be disposed. Therefore, the college's procedures mandate that specific schedules be implemented, and that departments assign individuals to ensure that these procedures are followed accordingly. This policy was recommended to the president by the councils of Shared Government.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(5) **Adoption of New Policy 11-06, Public Records, Rescinding Existing Policy 11-02, Protection and Privacy of Records**

Policy 11-06 addresses Substitute House Bill 9 which requires every political division of the state to hold a policy on their public records. This recommended policy will comply with Ohio Revised Code 143.43 and 149.43 with the intent of ensuring the proper handling and care of the college's records. The combination of Policies 11-04, 11-06 and provisions of 15.01 will serve as a sufficient substitute for the rescinded Policy 11-02. This policy was recommended to the president by the councils of Shared Government.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(6) **Resolution to Adopt Supplemental Retirement 403(b) Plan**

The president advised the Committee that the IRS requires that there be a written plan document approved by the Board of Trustees implementing the Supplemental Retirement 403(b) Plan by January 1, 2009. However, the Attorney General is still in the process of working on creating a common plan document to serve as a template. Therefore, the Board is being asked, by way of this resolution, to delegate the authority to adopt the written plan document once it is finalized by the Attorney General's Office to comply with the IRS Section 403(b).

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(7) **Personnel Information Items**

There was no discussion of the personnel information items; they are presented to the Board for informational purposes only.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

(8) **Financial Statements for the Period Ending August 31, 2008**

Ms. Gehr reported on the college's financial statements for the period ending August 31, 2008. She stated that the most exciting event in the first two months of the quarter is that our summer quarter enrollment was up by 5.3% over last year. She also announced that there was a budget cut by the Governor and the college may have to sustain a cut of approximately \$330,000 on our access challenge. While the market continues to have its problems, from the perspective of the college, our assets and investments are secure, especially since the Federal Government has explicitly backed Fannie Mae and Freddie Mac agency issues. It was also noted that the college's investments are held by a third party and not a broker which is an added security measure. The college is waiting on approvals for Title 20 grants through the County for students who have applied to have their children enrolled in the CDC, and we have received the funds for scholarships for students' children to enroll into the program by the time the quarter starts.

Ms. Gehr also advised that the college is well into its audit cycle and the audit is due to the start on October 15, 2008.

The Committee of the Whole agreed to refer this item to the Board of Trustees for approval.

Dr. Moeller advised the Committee that there are a number of deadlines coming up; one being a plan the college needs to submit on how we are going to meet the state goals. The Board approved a plan in July that fits in with what we need to do. There is a template that will have to be completed, and submitted by November 30, 2008. The college presidents are going to submit this template jointly to OACC and they will put it in an aggregate and every college will be required to do a part of it. Hopefully, this will be completed and ready to go before the Board at the November meeting.

The deadline for the Energy Conservation Plan which is part of House Bill 251 is December 31, 2008. Ms. Gehr and her team have been working on this plan to show how we determine the college's footprint. This plan will have to be submitted to the Chancellor's Office.

Mr. William Dolan, Vice-chairman of the Board, announced that he is retiring as of March 8, 2009.

There being no further items to come before the Committee, the meeting was adjourned at 1:36 p.m.

President's Office/pf
9/08